PERFORMANCE PROGRESS REPORT
SF-PPR

Page	of Pages

1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number
		3b. EIN

4. Recipient Organization (Name and complete address including zip code)	5. Recipient Identifying Number or Account Number

6. Project/Grant Period		7. Reporting Period End Date	8. Final Report? ☐ Yes ☐ No
Start Date: *(Month, Day, Year)*	End Date: *(Month, Day, Year)*	*(Month, Day, Year)*	9. Report Frequency ☐ *annual* ☐ *semi-annual* ☐ *quarterly* ☐ *other* *(If other, describe: _____)*

10. Performance Narrative *(attach performance narrative as instructed by the awarding Federal Agency)*

11. Other Attachments *(attach other documents as needed or as instructed by the awarding Federal Agency)*

12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete

12a. Typed or Printed Name and Title of Authorized Certifying Official	12c. Telephone *(area code, number and extension)*
	12d. Email Address
12b. Signature of Authorized Certifying Official	12e. Date Report Submitted *(Month, Day, Year)*
	13. Agency use only

Performance Progress Report

Item	Data Elements	Line Item Instructions for SF-PPR
1.	**Awarding Federal agency and Organizational Element to Which Report is Submitted**	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2.	**Federal Grant or Other Identifying Number Assigned by the awarding Federal agency**	Enter the grant/award number contained in the award document.
3.a.	**DUNS Number**	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3.b.	**EIN (Employee Identification Number)**	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4.	**Recipient Organization**	Enter the name of recipient organization and address, including zip code.
5.	**Recipient Account Number or Account Number**	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6.	**Project/Grant Period**	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please enter the project/grant period, not the budget period or funding period.
7.	**Reporting Period End Date**	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30; and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
8.	**Final Report**	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9.	**Report or Frequency**	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.

Item	Data Elements	Line Item Instructions for SF-PPR
10.	Performance Narrative	**Schedule** Submit the original progress report to the Office of Grants Management, Division of Discretionary Grants, and a copy to the Program Office. Reports are due 30 days after the end of the second and fourth quarters of the budget period (every six months). A <u>FINAL</u> PROGRAM REPORT IS DUE 90 DAYS AFTER THE PROJECT PERIOD END DATE. **THE PERFORMANCE PROGRESS REPORT SHOULD INCLUDE THE FOLLOWING:** 1. **<u>Major activities and accomplishments during this period</u> -** Recommend use of project task charts from approved grant application and/or project work plan with this section. Describe any draft/final products in this section. 2. **<u>Problems</u> -** Describe any deviations or departures from the original project plan including actual/anticipated slippage in task completion dates, and special problems encountered or expected. Use this report section to advise Project Officer and Grants Management Specialist of assistance needs. 3. **<u>Significant findings and events</u> -** (To be noted by project officer, or reported to regions, States, other agencies, Program Director/Commissioner, Assistant Secretary, Secretary, etc.) 4. **<u>Dissemination activities</u> -** Briefly describe project related inquiries and information dissemination activities carried out over the reporting period. Itemize and include a copy of any newspaper, newsletter, magazine articles or other published materials considered relevant to project activities, or used for project information or public relations purposes. 5. **<u>Other Activities</u> -** Briefly describe 6. **<u>Activities planned for next reporting period</u>** (Briefly describe) If additional space is needed to support the *PPR*, supplemental pages should be attached. The additional pages must indicate the following at the top of each page: Federal Grant or other Identifying Award Number, Recipient Organization, DUNS Number, EIN, and period covered by the Report. Page numbers should be used if a particular page is used more than once.
11.	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal agency.